

Montana Department of
LABOR & INDUSTRY
Workforce Services Division

Completing Applications

Employment Application

Complete this application by typing or printing in ink. INCOMPLETE or UNSIGNED applications will not be considered. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, marital status, or disability.

Do you need an accommodation to participate in the application or interview process? ☐ Yes ☒ No

ST Restaurant Job Order # 251111


Job Title Cook

ATA

Doe

456 Any Lane City Any City State ST

First Steps

- Write a master list of your work histories to include:
 - Name, full address and phone number of all employers
 - Dates worked and reason for leaving that employment
 - Complete description of job duties
 -  Click for an example on writing complete job descriptions
 - Put in detail what you did in each job – don't assume the prospective employer will know what duties you had to do when (using the example) you were a cook or a housekeeper

ABC Restaurant
123 Any Street
Any Town, ST 12345
(123) 456-7890
Jan 2007-Mar 2008
Resigned
Cook

- Prepared, seasoned and cooked soups, meats, vegetables, desserts and other foodstuffs.
- Baked, roasted, broiled and steamed meats, fish, vegetables and other foods.
- Carved meats, portioned food on serving plates, and added gravies, sauces and garnishes.
- Washed, peeled, cut and shredded vegetables and fruits to prepare them for use.

XYZ Motel
456 Any Street
Any Town, ST 12345
(098) 765-4321
July 2005-Dec 2006

Terminated – will explain at interview

Housekeeper

- Inventoried stock to ensure adequate supplies on housekeeping cart.
- Sorted, counted, folded, marked and carried linens.
- Vacuum, sweep and mop floors
- Dust furniture
- Cleaned bathrooms and replenished supplies
- Changed bed linens
- Replenished supplies, such as drinking glasses and writing supplies.
- Maintained high standards of excellence.

Transfer information to application

- Complete all areas of the application
- Enter complete work histories from master list
- List additional information that could help you qualify for the job
- List references with complete address and phone number

Employment Application

Indication by typing or printing in ink. INCOMPLETE or UNDESIGNED application
employer. We do not discriminate on the basis of race, religion, or
participate in the application or interview process.

Employment Application

- ✓ Please complete this application by typing or printing in ink. INCOMPLETE or UNSIGNED applications will not be considered.
- ✓ We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.
- ✓ Do you need an accommodation to participate in the application or interview process? ☐ Yes ☒ No

Employer	RST Restaurant	Job Order #	2511111
		Job Title	Cook

PERSONAL DATA

Name	John Doe						
Present Address	456 Any Lane	City	Any City	State	ST	Zip	56789
Phone	(234) 567 - 8912	Message Phone	() -	E-Mail Address			
Driver's License:	Operator <input checked="" type="checkbox"/>	CDL <input type="checkbox"/>	CDL Type		Endorsements		

EDUCATION

High School Diploma or GED?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Post Secondary Degree?	
Name of school beyond High School			
Training Length		Date Completed	
Major		Minor	
Apprenticeship Level		In which trade?	

WORK EXPERIENCE (List most recent work experience first)

Company Name	ABC Restaurant	Immediate Supervisor	Jane Smith	
Complete Address	123 Any Street	Any Town	ST	12345
	Street / P.O. Box	City	State	Zip Code
Job Title	Cook	Phone	(123) 456 - 7890	

Job Description (duties, skills, equipment used) Prepared, seasoned and cooked soups, meats, vegetables, desserts and other foodstuffs; Baked, roasted, broiled and steamed meats, fish, vegetables and other foods; Carved meats, portioned food on serving plates, and added gravies, sauces and garnishes; Washed, peeled, cut and shredded vegetables and fruits to prepare them for use.

Dates: From (mm/yy) 01 / 07 To (mm/yy) 03 / 08 Reason for leaving Resigned

WORK EXPERIENCE

Company Name	XYZ Motel	Immediate Supervisor	John Smith
Complete Address	456 Any Street	Any Town	ST 12345
	Street / P.O. Box	City	State Zip Code
Job Title	Housekeeper	Phone	(098) 765 - 4321

Job Description (duties, skills, equipment used) Inventoried stock to ensure adequate supplies on housekeeping cart; Sorted, counted, folded, marked and carried linens; Vacuum, sweep and mop floors; Dust furniture; Cleaned bathrooms and replenished supplies; Changed bed linens; Replenished supplies, such as drinking glasses and writing supplies; Maintained high standards of excellence.

ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION

Examples include: classes (include dates), certificates, current licenses, specific equipment and other skills.

Besides having worked in various restaurants, I have also worked as a caterer for weddings, birthdays, family reunions, etc. I also trained under a Chef and learned many important skills to create elegant meals and desserts

LIST REFERENCES (preferably persons who know about your work/training)

Name	Address	Phone Number
John Doe	789 All Streets, Any Town, ST 56789	(123) 789 - 4560
Jim Smith	146 Any Streets, Any Town, ST 56789	(123) 456 - 7890
Jill Jones	432 Some Streets, All Towns, ST 12345	(321) 654 - 9870

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact you present employer? ☐ Yes ☐ No

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

Signature: _____ Date: _____

This application provided by:



Job Application Do's

- Gather all necessary information before picking up an application
- Read every word of the application before you start completing it
- Always have a way for the employer to contact you
- Write N/A (not applicable) if it doesn't apply to you
- Complete any specials skills section

Job Application Do's Continued

- State a specific job or position you're applying for
- Under pay you expect, put “negotiable” or “open”
- Know your strengths
- Include volunteer experience, licenses & certificates
- Carefully word reasons for leaving previous jobs

Job Application Do's Continued

- Write “Now” or “Immediately” if you can start right away or “Two weeks notice”
- Sign and date application
- Keep a copy for yourself
- Check your spelling and grammar
- Write neatly or complete the application online if available

Employment Application

Application by typing or printing is ok. INCOMPLETE or UNDESIGNED applications will not be considered. We do not discriminate on the basis of race, sex, religion, age, or disability in the application or interview process.

Job Application Don'ts

- Complete an application without addresses or phone numbers – yours and former employers'
- Just walk in unprepared
- Leave a telephone number that doesn't have an answering machine
- Cross out anything if you make a mistake – use white out or start over with a new application

Employment Application

Application by typing or printing is ok. INCOMPLETE or UNDESIGNED applications will not be considered. We do not discriminate on the basis of race, sex, age, or religion in the application or interview process.

Job Application Don'ts Continued

- Ignore a section if it is unclear – ask instead
- Leave any section blank
- Use cursive script to complete the forms
- Put “anything” or “any job” or “any opening” for position you are applying for
- Under pay you expect, don't put in a dollar amount unless absolutely necessary

Job Application Don'ts Continued

- Write anything negative on an application
- State you quit other jobs. Use “resigned” instead
- Lie or omit facts if the application requires them. Be brief and ask to discuss “may we discuss”

Other helpful tips

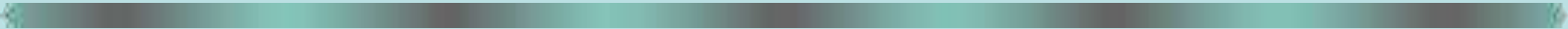
- Always include area code
- Use Post Office codes (MT, OR, WA, VT)
- Dress as if you are ready to start the job
- Be neat
- Type or use online application if possible
- Spell out things that may have more than one meaning (such as Bld – Building? Boulevard? Blond, blind, bland?)

Other helpful tips continued

- Spell out acronyms (JS = Job Service; OPA = Office of Public Assistance, etc.)

Employment Application

Indication by typing or printing in ink. INCOMPLETE or UNDESIGNED: apply
employer. We do not discriminate on the basis of race, religion,
participate in the application or interview process.



If you have any questions about completing applications, please let Job Service staff members know. We will assist you in any way possible.

Employment Application

Application by typing or printing is ok. INCOMPLETE or UNDESIGNED applications will not be accepted. We do not discriminate on the basis of race, sex, age, or disability in the application or interview process.